



Faculty Senate

Steering Committee

Agenda for meeting of Thursday, November 20, 2025, 3:00 pm

Location: In person in the Charge on Chamber, Student Union Room 340

For those unable to make the in person meeting due to travel, distant locations, or health issues, there is a Zoom option:

<https://ucf.zoom.us/j/94825335687?pwd=dgAWd6FaDT0XrN1gPlcKKBDGWi50UO.1>

Passcode: 404310

1. Call to Order
2. Roll Call via Qualtrics
3. Approval of Minutes of October 23, 2025
4. Recognition of Guests
5. Announcements
6. Report of the Senate Chair
7. Report of the Provost
8. Unfinished Business
9. New Business
 - a) Resolution 2025-2026-4: Prioritization of Campus Safety
 - b) Senate Agenda for December 4
 - i) Approved resolution
 - ii) Campus Climate Report
 - c) Potential Amendment of the Steering Committee Bylaws
 - i) Related excerpts in Constitution Articles IV.A; IV.D.1.a; IV D.3, and VII.A
 - ii) Related excerpts in Bylaws Sections III.A; III.B; IV.C; VI; and X.A.4
 - iii) Steering Committee Bylaws from Sections VI
 - (1) Duties and Responsibilities of the Steering Committee
 - (2) Membership
10. Committee Reports
 - a) B&A committee, Jim Gallo, Steering liaison
 - b) IT committee, Crystal Maraj, Steering liaison
 - c) Personnel committee, Nicole Lapeyrouse, Steering liaison
 - d) Research Council, Linda Walters, Research Council chair
 - e) Undergraduate Council, Nicole Lapeyrouse, Steering liaison
 - f) Graduate Council, Reid Oetjen, Steering liaison
11. Other Business



Faculty Senate

- i) Excellence in Professional Service Selection Committee

12. Adjournment

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Whereas, the responsibility and source of funding to address and resolve ongoing campus safety concerns such as lighting, pedestrian safety, cameras, and access controls are presently passed on to individual campus units and divisions, such as the Student Government Association-funded initiative to increase visibility in low-traffic areas with lighting improvements; and

Whereas, a safe campus environment is an important factor in student recruitment and satisfaction; employee satisfaction and morale; general well-being of all UCF stakeholders; and

Whereas, the campus security improvements needed will prevent and mitigate crime, while aiding and assisting the University of Central Florida Police Department when responding to emergency situations, such as card readers for electronic access and automatic door locks for all exterior doors allowing buildings to be locked-down during emergency situations; therefore

Be It Further Resolved, that the Faculty Senate recommends to the University of Central Florida central administration, including UCF Facilities and Business Operations and UCF Public Safety, develop a yearly plan and budget to fully address and resolve ongoing campus safety concerns related to lighting, pedestrian safety, cameras, and access control.

Constitution and Bylaw Excerpts Relating to the Steering Committee

From the CONSTITUTION:

ARTICLE IV. Committees and Councils.

A. Purpose and Classification

...The purviews, structures and procedures of Senate operational committees, Senate curricular committees and councils and joint committees and councils are more fully set forth in the Senate *Bylaws*. Ad hoc Senate committees may be established by the Senate or by the Steering Committee.

D. Types of Committees and Councils

1. Senate Operational Committees.

Senate Operational Committees serve to expedite the efficient functioning of the Senate and its affairs and to address matters relating to faculty interests and functions.

Committees and membership selection shall be made in accordance with the *Bylaws*.

a. Steering Committee.

The Steering Committee of the Faculty Senate serves as the “executive committee” of the Faculty Senate. It advises the chair of the Senate and assists the chair in determining the agenda for Senate meetings.

i. Nominating Committee.

A subcommittee of the Steering Committee serves as the Nominating Committee. This committee will be chaired by the past chair of the Senate. The membership and responsibilities of the Nominating Committee is as specified in the *Bylaw*

3. Joint Committees and Councils.

...At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. Through the mechanism established in *Article IV* of this *Constitution*, such committees may be mutually restructured. The committee responsibilities and membership are defined in the *Bylaws*, *Section VIII*.

ARTICLE VII. Amendments

A. Amendments to the *Constitution* shall be considered by the Faculty Senate upon recommendation of the Faculty Senate Steering Committee or upon receipt of a proposal signed by five percent of the General Faculty. ...

The remainder are from the BYLAWS:

SECTION III. Officers of the Faculty Senate

A. Officers

1. Chair
 - b. To serve as chair of the Senate Steering Committee
2. Vice Chair
 - c. To serve on the Senate Steering Committee
3. Past Chair
 - c. To serve on the Senate Steering Committee
4. Secretary
 - b. To serve on the Senate Steering Committee

B. Election of Officers

At the first meeting of the new Senate in April, the Senate shall elect from its voting membership by majority vote a chair, vice chair and secretary to perform the duties and functions as described in *Section A*. Each of the officers has a one-year term, beginning immediately following the annual election.

Prior to the March Senate meeting, the Office of the Faculty Senate shall make public a list of all Faculty Senate members for the coming year and issue a call to the general faculty for nominations for Faculty Senate officers from this list. Prior to the Steering committee meeting that directly precedes the election, the Nominating Committee shall identify willing candidates for each office from among the candidates nominated by the general faculty. In addition, the Nominating Committee may add additional willing nominees for each office not previously put forward by the faculty. The Nominating Committee shall present a list of the names of willing candidates as a report to the Steering Committee at the meeting that directly precedes the election. There is no vote upon the Nominating Committee report.

At least one week prior to the first meeting of the new Faculty Senate, the Office of the Faculty Senate shall distribute the names, biographical sketches, and candidate statements of nominees to all members of the Faculty Senate. Additional nominations for each office shall also be accepted from the floor of the Faculty Senate.

Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

Should the chair of the Faculty Senate resign that office, the vice chair shall assume the office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the term. Should the vice chair or secretary resign, the Steering Committee shall appoint replacements to those positions.

SECTION IV Meetings of the Senate

C. First Meeting

The newly elected Faculty Senate will hold its first meeting during or before the last week of the spring semester, typically in April.

At the first meeting of the new Senate there shall be an abbreviated agenda as follows:

Call to Order

Roll Call

Minutes

Recognition of Guests

Announcements

Report of the President

Report of the Provost

Presentation of the List of Candidates by the Nominating Committee Chair

Election of Faculty Senate Officers

Establishment of the **Steering Committee**

Establishment of the Committee on Committees

New Business

Adjournment

The Election of Faculty Senate officers for the coming year shall occur using the procedures described in *Bylaws, Section III.C*.

The Establishment of the **Steering Committee** shall occur by an election of each academic units' senators. Each academic unit shall have at least one member of the **Steering Committee**. The number of **Steering Committee** members to which an academic unit is entitled is proportional to the size of that unit's general faculty, as outlined in *Bylaws, Section VI.A.1*.

SECTION VI, VII, and VII contain language such as

Senate Operational Committees:

The chair of each committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate **Steering Committee** for consideration

B&A, IT, Personnel, & Research Committee/Council Bylaws:

To make recommendations to the **Steering Committee** of the Faculty Senate

Grad Council, Grad Policy, Undergrad Council, UPCC:

The committee/council may also make recommendations to the **Steering Committee** of the Faculty Senate.

And more examples in the Joint committees

SECTION X Amendments

- A. The Faculty Senate may amend its own *Bylaws* by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum.
1. A proposed amendment shall be included on the agenda for discussion at two successive regular meetings of the Senate.
 2. The text of a proposed bylaw or amendment to a current bylaw must be made available electronically to the members of the Faculty Senate prior to the first meeting.
 3. The proposed amendment is subject to amendment and vote at the second Senate meeting.
 4. In cases of emergency, established by the **Steering Committee**, the requirement of requiring two successive meetings can be waived.

ACTUAL STEERING BYLAWS

1. Composition.

The Steering Committee is composed of the chair of the Faculty Senate, the vice chair, the secretary of the Faculty Senate, and the immediate past chair of the Senate. In addition to the current officers and the immediate past chair of the Faculty Senate, the total number of senators on the Steering Committee shall be no greater than one-fifth (20) of the total number of senators (100) and apportioned as provided below. Steering Committee members shall be elected by a majority vote of senators present and voting within each of the academic units. There shall be no voting by proxy.

a. Each academic unit will have one representative on the Steering Committee.

b. The apportionment of the remaining seats of the Steering Committee (after the provision in *Section VI, A.1.a* is implemented) shall be derived as follows:

$$\left(\frac{\text{Number of general faculty from each academic unit with 5 or more senators}}{\text{Total number of general faculty from all academic units with 5 or more senators}} \right) \times \text{remaining number of vacant seats}$$

c. Vacant seats shall be allocated in descending order of the calculation in *Bylaws, Section VI.A1.b* until all seats are filled.

d. In the event of a vacancy on the Steering Committee, the senators of that academic unit shall elect a replacement from amongst its membership.

2. Duties and Responsibilities of the Steering Committee.

- a. To serve as the “executive committee” of the Faculty Senate.
- b. To act on behalf of the Senate on matters declared by the chair of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported by the chair of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The chair of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Steering Committee, if feasible.
- c. To serve as an advisory body of the chair of the Faculty Senate on any matter which the chair of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.
- d. To monitor Senate elections and maintain election records.
- e. To develop Faculty Senate agendas. Items may be added to the agenda at any meeting of the Senate under new business by majority vote. Final action on the resolutions not on the agenda cannot be taken prior to the next Senate meeting.
- f. To consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.
- g. To appoint from its membership liaisons to each of the Senate committees who shall serve as non-voting members of these committees. Liaisons shall act as a resource to the committees and report on committee activities at Steering Committee meetings.
- h. To act as a committee on amendments to the *Constitution* and the *Bylaws*.
 - i. To periodically review Senate operational, curricular, and joint committees and councils. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities shall be conveyed to the Faculty Senate for consideration as amendments to the *Bylaws*.
 - j. To serve as a faculty advisory body to the president of the university and to the provost and vice president for Academic Affairs when requested.
- k. To act in executive session when the Faculty Senate is not in session. In this capacity, a majority of the committee shall constitute a quorum. All recommendations made as the Senate's "executive committee" shall be reported to the Senate and be subject to review and approval by the Faculty Senate.
- l. To request information from any member of the faculty or administration and invite any such person to meet with it for consultation or advice on matters within its jurisdiction.
- m. To establish ad hoc committees to facilitate its work.

3. Meetings

The Steering Committee will normally meet two weeks prior to the regular Faculty Senate meeting, at the discretion of the chair of the Faculty Senate, who will chair this committee.

4. Quorum

A quorum for meetings of the Steering Committee shall consist of fifty percent of the voting members.

5. Subcommittee of the Steering Committee

a. Nominating Committee.

The Nominating Committee shall be formed at the Steering Committee meeting prior to the March Senate meeting at the latest. This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. The chair of the Nominating Committee shall preside over the election of Faculty Senate officers. For nomination procedures, see *Bylaws, Section III.B*.